

## **SNOHOMISH COUNTY INTERNSHIP DESCRIPTION**

### **INTERN – SUPERIOR COURT, JUVENILE DIVISION, FAMILY LAW CASE ASSISTANCE INTERN**

Spec No.9212

#### **SNOHOMISH COUNTY INTERNSHIP PROGRAM**

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

#### **BASIC FUNCTION**

To provide general program assistance to Snohomish County Superior Court - Juvenile Division, Family & Juvenile Court Improvement Program.

#### **STATEMENT OF ESSENTIAL INTERNSHIP DUTIES**

Work with the Family & Juvenile Court Improvement Program Manager to:

1. Researches family law case histories for dependency cases that are referred to Unified Family Court (UFC).
2. Prepares family law documents for UFC cases.
3. Retrieves and records UFC case information.
4. Compiles tracking data for reporting on UFC cases.

#### **STATEMENT OF OTHER INTERNSHIP DUTIES**

5. Assists the custodial parent in UFC cases to complete basic forms and court documents;
6. Assists in preparing court documents for filing and/or final entry.
7. Assists in developing new and innovative approaches to UFC cases.
8. Attends various Superior Court departmental meetings.
9. Attends various Courtroom Hearings.

#### **MINIMUM QUALIFICATIONS**

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may provide proof of summer or fall enrollment. Must be enrolled in a program of study that is related to Criminal Justice, Human Services or Education and hold a 3.0 GPA on the date of application.

#### **SPECIAL REQUIREMENTS**

Must sign a confidentiality agreement as a condition of employment.

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#### **KNOWLEDGE AND ABILITIES**

Increase Intern knowledge of:

- the principles of dependency and the Family & Juvenile Court Improvement Program
- different family law actions and the related dependency process
- court processes and compliance requirements
- computerized applications and court procedures

Increase Intern ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population
- work within a court environment
- handle multiple tasks efficiently in a busy court and/or office environment
- independently organize tasks and work in a team environment
- establish and maintain effective work relationships with all levels of court/county management and staff, representatives of other agencies and the general public
- utilize desktop computer applications, such as word processing, spreadsheets, databases, and other network applications as applicable

#### **SUPERVISION**

Intern will report to the Family & Juvenile Program Manager. The work is reviewed through periodic status reports and results obtained.

#### **WORKING CONDITIONS**

The work is performed in the usual court and office environment and may include meetings or trainings offsite.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 2017

EEO Category: 5 – Paraprofessionals

Intern Wage: Unpaid

Workers Comp:

Intern not receiving academic credit for internship: 6901 Volunteers

Intern receiving academic credit for internship: Not covered. The school authorizing the internship is responsible for coverage